

## A. Purpose of this Request for Proposal (RFP)

RFP DOF-BIS-010 is being released by the state to solicit proposals from qualified bidders to (1) evaluate the state's current chart of accounts (COA) and propose a strategy for updating the COA following the selection of a commercial off-the-shelf (COTS) software product; (2) conduct facilitated work sessions to gather detailed business requirements pertaining to budget development and administration; (3) prepare two solicitation documents (Request for Proposals), one for a COTS software and the other for a system integrator; (4) assist in the evaluation of the proposals received; and (5) assist the Department of Finance (Finance) with the development and approval of a Special Project Report (SPR).

All requirements are considered mandatory items that the bidder must respond to.

## B. Scope of the RFP and Bidder Admonishment

RFP DOF-BIS-010 is being conducted under the policies defined in Section 5213 of the California State Administrative Manual and procedures developed by the Department of General Services (DGS) pursuant to Public Contract Code Section 12102 and subsequent related sections. The RFP contains the requirements that bidders must meet to be eligible for consideration and the instructions necessary to submit a firm proposal. In addition, the RFP details contractor responsibilities following contract award.

Specific information regarding the RFP process can be found in Section II, Rules Governing Competition; Section VIII, Proposal Format and Content; and Section IX, Proposal Evaluation.

IF THE BIDDER EXPECTS TO BE AFFORDED THE BENEFITS OF THE STEPS INCLUDED IN THIS RFP, THE BIDDER MUST TAKE THE RESPONSIBILITY TO:

- CAREFULLY READ THE ENTIRE RFP;
- IF CLARIFICATION IS NECESSARY, ASK APPROPRIATE QUESTIONS IN A TIMELY MANNER;
- SUBMIT ALL REQUIRED RESPONSES, COMPLETE TO THE BEST OF HIS/HER ABILITY, BY THE REQUIRED DATES AND TIMES;
- MAKE SURE THAT ALL PROCEDURES AND REQUIREMENTS OF THE RFP ARE ACCURATELY FOLLOWED AND APPROPRIATELY ADDRESSED; AND
- CAREFULLY REREAD THE ENTIRE RFP BEFORE SUBMITTING PROPOSAL.

## C. Procurement Official

The official contact for RFP DOF-BIS-010 is as follows:

Karen Miyao  
Department of General Services  
Procurement Division  
707 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
West Sacramento, California 95605

Email: Karen.Miyao@dgs.ca.gov

Phone: (916) 375-4498

FAX: (916) 375-4505

## D. Key Action Dates

Table I-1 outlines the tentative schedule for important action dates and times. If the state finds it necessary to change any of the dates prior to final proposal submission, it will be accomplished through an addendum to the RFP. All dates subsequent to the final proposal submission date are approximate and may be adjusted as state conditions dictate without addendum to RFP DOF-BIS-010.

Table I-1 – Key Action Dates

Item	Action	Date
1	Release Request for Proposal (RFP)	10/03/05
2	Last day to submit questions for clarification of RFP for Bidders' Conference	10/14/05
3	Bidders' Conference	10/19/05
4	Last day to submit: Letter of Intent to Bid, <u>Conflict of Interest/Confidentiality Certification</u>	<u>11/03/05</u>
5	Last day to protest the RFP requirements *	<u>11/07/05</u>
6	Submission of final proposal by 2:00 pm PST. Submit to: Department of General Services, Procurement Division 707 3 <sup>rd</sup> Street, 2 <sup>nd</sup> Floor, West Sacramento, CA 95605	<u>11/29/05</u>
7	Bidder interviews	<u>12/05/05 – 12/09/05</u>
8	Cost opening at 2:00 pm PST	<u>12/27/05</u>
9	Notification of Intent to Award/public posting	<u>01/04/06</u>
10	Last day to protest	<u>01/11/06</u>
11	Contract award	<u>01/12/06</u>

\* If a request to change requirements is accepted by the state, all subsequent key action dates will be delayed five days based on the release date of the addendum that address the requirement change(s). See Section II, B.4, Questions Regarding RFP and Section II, B.7, Addenda. However, depending on the date of such an addenda, the bidder interview dates may not change. The state will notify participating bidders of the revised schedule.

Deleted: 10

Deleted: 20

Deleted: Statement

Deleted: 10

Deleted: 24

Deleted: 01

Deleted: 11

Deleted: 14

Deleted: 11

Deleted: 18

Deleted: 11

Deleted: 28

Deleted: 12

Deleted: 06

Deleted: 05

Deleted: 12

Deleted: 13

Deleted: 05

Deleted: 12

Deleted: 14

Deleted: 05

October 3, 2005

Section I-2  
Addendum #3

## E. CONTRACT PERIOD

The term of the agreement resulting from this RFP is anticipated to be about 30 months. It will begin on the contract award and execution date and will end in approximately April 2008.

The resulting agreement will be of no force or effect until it is signed by both parties and approved by the Department of General Services. The contractor is hereby advised not to commence performance until all approvals have been obtained. Should performance commence before all approvals are obtained, said services may be considered to have been volunteered.

Deleted: ¶

## F. INTENTION TO BID

Bidders that want to participate in the RFP must submit a Letter of Intent to Bid on this procurement in accordance with Section II, Rules Governing Competition. See Exhibit V-A for the Letter of Intent to Bid form. Only those bidders acknowledging interest in this RFP will receive additional correspondence regarding this procurement. The letter should identify the contact person for the solicitation process, plus include a phone and fax number. There is to be only one (1) contact person during this process and information will only be given to that designated person. It shall be the bidder's responsibility to immediately notify the DGS Procurement Official, in writing, regarding any revision to the information pertaining to the designated contact person. The state shall not be responsible for proposal correspondence not received by the bidder if the bidder fails to notify the state, in writing, about any change pertaining to the designated contact person. Any bidder that previously submitted a Letter of Intent is only required to resubmit this form if their intent has changed regarding this RFP.

The Conflict of Interest/Confidentiality Certification (Exhibit V-B, as revised in Addendum #3) must be submitted along with the Letter of Intent to Bid. Please see Section V, Administrative Requirements, Requirement C, for further clarification on this requirement. All bidders must submit the Conflict of Interest/Confidentiality Certification as revised in Addendum #3 by the dates specified in the Key Action Dates.

Deleted: ¶

## G. BIDDERS' CONFERENCE

A bidders' conference will be held on the date noted in the Key Action Dates. The conference will take place at a location to be determined by the state. The bidders' conference will review the bid process and how to prepare the bid response as outlined in this RFP. It is highly recommended that all interested bidders attend. If bidders would like questions addressed, it is recommended that they be submitted, in writing, to the procurement official specified in this section by the date specified in the Key Action Dates. Questions will be answered via a Question and Answer addendum to this RFP.

## H. ELECTRONIC COPY OF RFP AVAILABLE

Electronic copies of the RFP are available to all bidders to assist with their preparation of the proposal and are available in MS Word and Adobe Acrobat Reader PDF formats at the DOF website at: [http://www.dof.ca.gov/HTML/BIS/BIS\\_Home.asp](http://www.dof.ca.gov/HTML/BIS/BIS_Home.asp)

The state will use the PDF version as the "Official RFP Document," which will be used to resolve all discrepancies in the content of the RFP.

Deleted: ¶

October 3, 2005

Section I-3  
Addendum #3